

# **Health Services**

## **Mentoring Eligibility and Protégé Eligibility Criteria**

### **Eligibility Criteria for the Mentor:**

**The following criteria will be used in screening volunteers for the mentoring process in Health Services. These criteria are developed to provide directions regarding the mentoring process and to ensure the effective recruitment and selection of mentors. Extenuating circumstances may be considered and exceptions to these criteria may be allowed with the approval of the Deputy Commissioner of Health Services.**

#### **Mentors Must:**

- ? meet performance standards of the position held;
  - ? have a record of good behavior and a professional attitude toward the agency, coworkers and members of the public;
  - ? demonstrate high ethical work standards;
  - ? not be in the initial 12-months probationary status;
  - ? obtain supervisor's approval for participation as a mentor; and
  - ? adhere to all Health Services program policies and procedures.
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### **Eligibility Criteria for the Protégé:**

The following criteria will be used in screening volunteers for the mentoring process in Health Services. These criteria are developed to provide directions regarding the mentoring process and to ensure the effective recruitment and selection of protégées. Extenuating circumstances may be considered and exceptions to these criteria may be allowed with the approval of the Deputy Commissioner of Health Services.

#### **Protégées Must:**

- ? meet expected performance standards of the position held;
- ? have a record of good behavior and a professional attitude toward the agency, coworkers and members of the public;
- ? not be in the initial 12-months probationary status;
- ? obtain supervisor's approval to participate in the process;
- ? complete a written application and mentoring agreement;
- ? submit three work-related references;
- ? establish at least a general level of knowledge, skills and education toward the career path of the mentoring position (volunteers with extensive knowledge, skills and education MAY be given first priority; if doing so is in the best interest of Health Services); and
- ? adhere to all Health Services program policies and procedures.